***JOB PURPOSE***

Prevents and controls occupational health and safety hazards in SMUD work environment by performing the planning, development, implementation and evaluation of Continuous Improvement Safety, Loss Control/Prevention, Occupational Health, and Environmental/Hazardous Materials/Waste Management programs that pro-actively protect employees, the public and the environment.

***NATURE AND SCOPE***

This classification is comprised of two levels: Level “I” is the entry level where incumbents acquire the knowledge, skills and abilities to perform the task associated with environmental and hazardous materials/waste programs. The incumbent is promoted to level “II” upon demonstrating the required skills and knowledge. Level I assists in conducting professional-level work assignments in a major functional or technical area while learning to assume full journey-level responsibilities and to exercise increasingly independent judgment and discretion within established broad guidelines. Level II serves as a journey-level resource in a relevant professional discipline; works independently on projects of minor to moderate complexity; exercises independent judgment and discretion within established broad guidelines.

***ESSENTIAL FUNCTIONS***

*Work may include, but is not limited to, the following: (NOTE: While in general all the functions and requirements listed are essential, individual positions and/or locations may not require all duties be performed.)*

1. Participates in the analysis of SMUD work environments and the design of programs to control, eliminate and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors.
2. Develops and presents environmental training programs to small and large audiences of SMUD employees.
3. Assists in identifying potential health and safety hazards in existing or future systems, equipment, facilities, or processes; reviews the causes or effects of such hazards and evaluates the probability and severity of accidents that may result; develops plans to eliminate the hazards.
4. Informs SMUD’s workforce of health and safety plans to prevent and control hazards and to help enforce compliance with state and federal regulations; sets up and conducts training sessions for management, supervisors, and workers on health and safety practices and regulations.
5. Assists in determining the effectiveness of safety plans and improvements and the necessity, if any, for modifications and/or new plans; monitors the progress of safety plans after implementation.
6. Participates in investigating employee accidents and unsafe working conditions; studies possible causes and recommends remedial action where necessary.
7. Performs related duties as required.

***MINIMUM QUALIFICATIONS***

***Knowledge of:***

Industry trends, principles, procedures and practices regarding safety, occupational health & environment/hazardous materials/waste management policies, procedures and standards; practices and processes in conducting safety, loss control/prevention, occupational health and environmental audits, inspections and self-assessments; regulatory processes of the federal, state and local levels to effectively represent SMUD in environmental health and safety concerns; SMUD policies, procedures, and other special agreements; methods and techniques for report preparation and writing; techniques and practices for problem research and resolution; methods and techniques for record keeping; standard operating procedures for modern office equipment including a computer and applicable software; English grammar, punctuation and vocabulary standards.

***Skill to:***

Promote regulatory awareness among business unit managers; recommend changes to work processes to reduce risk and work closely with other for the implementation of changes; conduct trend analysis of incident and other performance data; identify and analyze problems and recommend solutions; identify and assess training needs for staff; apply applicable laws, codes and regulations; utilize a personal computer and/or computer terminal, systems and software relevant to the job; communicate effectively orally and in writing internally/externally; establish and maintain effective working relationships internally/externally.

***Education:***

A Bachelor’s degree from an accredited college or university with major course work in occupational health, risk management, engineering, behavioral sciences, public/business administration or a related field.

***Experience:***

3 to 5 years as an “Environmental Specialist I” or in some other capacity possessing a similar level of progressively responsible professional/technical work experience in developing and implementing comprehensive environmental end hazardous materials/waste programs.

***LICENSES AND/OR CERTIFICATIONS***

Valid California Driver’s License. Qualified re: “Frequent Drive Standards” per SDP Police No. 4.7.2.2. Ability to obtain a Registered Environmental Assessor Certification and Hazardous Materials Management Certificate.

***PHYSICAL CHARACTERISTICS***

Applicants must be able to perform the essential job functions with or without a reasonable accommodation.